

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 10-42PAGE
NO. 1.

1. Requesting Agency

FREDERICK COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. CORRESPONDENCE

Quantity: 7 cubic feet
Dates: 1920 - -
File Arrangement: Alphabetical
Annual Accumulations: 1 cubic foot
Disposable Amount: 4 cubic feet

Correspondence with individuals, private firms, various state and county agencies, etc., concerned with the functions of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. LICENSES

Quantity: 27 cubic feet
Dates: 1920 - -
File Arrangement: Chronological
Annual Accumulations: 2 cubic feet
Disposable Amount: 21 cubic feet
Audit: State

Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court;

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Ellis C. Nachter

Signature

Clerk of Circuit Court

Title

Dec. 27, 1955

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

1/5/56
DateMorris S. Radloff
ArchivistJAN 9 1956
Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Amusement	Laundry
Anglers	Liquor
Auctioneers	Motion Picture Show
Beer and Wine	Motion Picture Machine
Billiard Table	Music Box
Bowling Alley	Packers and Shippers
Carnival	Pinball and Console
Chain Store	Plumbers and Gasfitters
Cigarette	Pushers
Circus	Restaurant or Eating Place
Cleaning, Dyeing & Pressing	Show
Construction Firm or Company	Soda Water Fountain
Distributors	Solid Fuel
Garage	Storage Warehouse
Hawker and Peddler	Theatre
Horse & Jack	Trader
Hucksters	Trading Stamp Company
Hunting	Vending Machine
Junk Dealer	Wholesale Dealers in Farm Machinery

All licenses are prepared in three copies, and in all cases the first copy goes to the licensee and the third copy is retained by the Clerk. Second copies of Duck Blind, Fishing and Hunting licenses are sent to the Department of Game and Inland Fish. Second copies of all other licenses go to the Comptroller, the County Commissioners, or town, depending upon which derives revenues from the license. All Licenses except Duck Blind, Fishing, and Hunting licenses are recorded in the permanent License Books. Gross receipts received each day for licenses are recorded in the Ledger, which is the permanent financial record of the office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. RECEIPTS

Quantity: 47 cubic feet
Dates: 1930 - -
File Arrangement: Chronological
Annual Accumulation: 2 cubic feet
Disposable Amount: 41 cubic feet
Audit: State

APPROVED BY
BOARD OF PUBLIC WORKS

Date JAN...9 1956

[Signature]
Secretary

A printed receipt form is prepared in receipting for any money received in the Clerk's office. The form is prepared in duplicate, the first copy going to the payor and the second remaining in the office. Gross amounts receipted for each day are recorded in the Ledger, which is the Clerk's permanent financial record.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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No.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

✓ 4.

ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 5 cubic feet
Dates: 1904 - -
File Arrangement: Chronological
Annual Accumulation: 1 cubic foot
Disposable Amount: 2 cubic feet
Audit: State

This item includes the following accounting records, used as supporting data to the final book of entry. The transactions which they concern are recorded in the Ledger, which is the permanent financial record of the office.

Paid invoices and bills, and receipts for office supplies and services connected with the operation of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk of Court.

Copies of monthly and annual reports to the State Comptroller, and work sheets used in compiling these reports.

Copies of payrolls and supporting documents sent to the Employees' Retirement System.

Correspondence with the State Comptroller and other State officials regarding fiscal matters.

State Treasurer's Warrants.

Daily Receipt Sheets.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

✓ 5.

RELEASED MORTGAGES, DEEDS OF TRUST, AND MORTGAGES OF PERSONAL PROPERTY

Quantity: 160 cubic feet
Dates: 1789 - -
File Arrangement: Chronological
Annual Accumulation: 5 cubic feet
Disposable Amount: 80 cubic feet
Audit: State

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BOARD OF PUBLIC WORKS

Date JAN 9 1955

[Signature]
Secretary

Mortgages, Deeds of Trust, and Mortgages of Personal Property are originally recorded by the Clerk among his Land Records and Chattel Records. Later, if they are to be released pursuant to Sections 44 and 45, Article 21, Annotated Code of Maryland, 1955 Cumulative

ART. 21, SEC. 37

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| 4. Item No. | 5. Description of Records
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Supplement, they are sent to the Clerk with a release form endorsed thereon, and the Clerk records the release form in the same book in which the original instrument is recorded. The sections of the Code cited above authorize the Clerk to destroy these instruments twenty-five years after they have been released. The recommendations below apply only to Mortgages, Deeds of Trust, and Mortgages of Personal Property which have been fully released pursuant to the sections of the code listed above.

- A. RECOMMENDATION: INSTRUMENTS RELEASED IN 1875 OR LATER: RETAIN FOR TWENTY-FIVE YEARS AFTER THE DATE OF RELEASE AND THEN DESTROY.
- B. RECOMMENDATION: INSTRUMENTS RELEASED BEFORE 1875: DESTROY ONLY AFTER CONSULTATION WITH THE HALL OF RECORDS REGARDING POSSIBLE HISTORICAL VALUE.

6. DAILY RECORD OF INSTRUMENTS RECEIVED FOR RECORD

Quantity: 4 cubic feet
Dates: 1920 - -
File Arrangement: Chronological
Annual Accumulation: $\frac{1}{4}$ cubic feet
Disposable Amount: 4 cubic feet

Indexing data for all instruments received for recording is first entered in bound volumes called "Instruments Received for Record," and is later transcribed into the permanent indexes. This material, after it has been transcribed, is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Edition).

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HALL OF RECORDS COMMISSION

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BOARD OF PUBLIC WORKS
JAN 9 1956

[Signature]